



Human Resources

DATE POSTED: September 23, 2005

REQ. # 05-213

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from **09-23-2005** TO **09-29-2005**,
but will remain open until filled.

DEPARTMENT/DIVISION
COMMUNITY SERVICES
POSITION AVAILABLE
HOUSING PROJECT COORDINATOR
OF OPENINGS
1
STARTING SALARY
\$39,184.50 / year
COMMENTS
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE 916
PAY GRADE 20
SALARY : \$39,184.50 - \$60,822.74
HOUSING PROJECT COORDINATOR

MAJOR FUNCTIONS: Professional and administrative functions which include knowledge of State Housing Initiative Partnership (SHIP), Community Services Block Grant (CSBG), Community Development Block Grant (CDBG), Home Again, Hurricane Housing Relief program and other grant programs' rules and regulations.

KNOWLEDGE ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Knowledge of housing programs, Federal and State grants as applicable. Ability to prepare and present reports. Must be proficient in computer programs; Word, Excel, PowerPoint and Banner. Must be able to work with advisory boards and do research as necessary. Must be able to attend functions in the evening and be willing to attend seminars and conferences out of town. Must be able to establish and maintain effective working relationships with the public and fellow employees.

ESSENTIAL JOB FUNCTIONS: Research and gather information and analyze data. Perform extensive report generation, create and complete complex forms and submit reports related to all housing operations. Respond to the public regarding the SHIP, CSBG, CDBG and other Federal and State grant programs as necessary. Secure details of specialized information, coordinate office work and provide information regarding the services and operation of the programs. Prepare reports and process correspondence pertinent to the housing programs. Assist Manager with coordination of all housing programs, including rehabilitation of homes and conduct SHIP information seminars and workshops. Attend meetings with and in the absence of the Housing Manager. Work with the Housing Manager to determine what and when documents are to be sent. Maintain files, correspondence, reports and technical materials associated with applications for housing related assistance in the prescribed manner. Assemble and disseminate information. Keeps appointment calendar and schedules. Receive, screen calls and refers callers to other employees or agencies as appropriate. Other duties as requested or assigned.

WORK HAZARDS: Use of computer equipment monitors which may have an effect on vision.

ENVIRONMENTAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Occasional walking and standing. Vision must be good enough to be able to read manuals and to drive at night. Must have good command of the English language and be able to hear normal telephone conversations.

EDUCATION: A four year degree in Business, or related field, from an accredited college or university is preferred. A comparable amount of training and/or experience may be substituted for the minimal education qualifications.

LICENSE, CERTIFICATION, OR REGISTRATION:

A valid driver's license is required, a clean driving record and the ability to drive at night.

Created 10/2005

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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